



Assistant City Manager

City of Miami Gardens, FL. (109,700)

Posted Date: 2/01/13

Deadline: 2/15/13, or until filled

Starting Salary: \$135,000 min. to \$150,000 mid. /DOQ

Nature Of Work

This is highly responsible professional and administrative work assisting the City Manager and senior staff in the coordination and administration of a variety of City-wide services. Responsibilities involve formulating and carrying out administrative principles, practices and techniques designed to improve the effectiveness and efficiency of city governmental services. Considerable independent judgment is exercised in determining proper courses of action. The scope of responsibilities also includes making decisions on behalf of the City Manager, furthering the initiatives and representing the City Manager. The ability to analyze and recommend policies and procedures with strategic foresight is a critical element of this position, as is the ability to propose innovative approaches to complex problems with respect to the impact of those decision City-wide. Work is reviewed by the City Manager through conferences, reports, and observations of results obtained.

Minimum Requirements

Bachelor's degree in Public Administration, Business Administration or closely related field. Five (5) years of progressively responsible professional and administrative experience in local government required. Master's degree and municipal government experience in economic development and federal housing programs and grants preferred.

Please send Resume & Official City Application Form to:

Human Resources Department, City of Miami Gardens
1515 NW 167th Street, Bldg. 5 - Suite 200
Miami Gardens, FL 33169
Fax: (305) 622-8265
www.miamigardens-fl.gov
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